



Under Secretary of Commerce for Intellectual Property and
Director of the United States Patent and Trademark Office
Washington, DC 20231
www.USPTO.gov

June 25, 2003

SUBJECT: REQUEST FOR PROPOSALS (RFP) USPTO OHR OPERATIONS AND CUSTOMER SERVICE SUPPORT

RFP NO.: 52-PAPT-3-01014

Notice to Prospective Offerors:

The United States Patent and Trademark Office (USPTO) is pleased to release the subject solicitation. This requirement will provide the Office of Human Resources (OHR) with operations and customer service support. The period of performance for this requirement is anticipated to be for a base period of one year and four additional one-year option periods. This requirement is a Competition Limited to Eligible 8(a) Concerns (8(a) competitive).

The USPTO invites offerors to submit proposals in accordance with the requirements as set forth in the solicitation. Prospective offerors are cautioned to closely review the solicitation and complete all "offeror fill-ins" as they appear throughout the solicitation document. Also, prospective offerors are urged to carefully read Section L, Instructions, Conditions and Notices to Offerors. Failure to complete and submit all required submissions may result in your offer being determined non-responsive. Proposals will be evaluated in accordance with Section M, entitled "Evaluation Factors for Award".

Your complete proposal, signed by an official authorized to bind the offeror, shall be submitted not later than 2:00 p.m., Eastern Standard Time (EST), Friday, July 25, 2003. Federal Acquisition Regulation (FAR) provision 52.215-1(c)(3) sets forth strict guidance regarding late submissions of proposals, modifications, and withdrawals of proposals.

Depending on the mode of delivery, your proposal should be addressed as provided for in clause L.4.

Telegraphic or faxed offers are not authorized under this RFP and will not be accepted.

If an award is made to your firm as a result of this solicitation the contract will be subject to the Contract Clauses contained in the solicitation and all other clauses required by law and the Federal Acquisition Regulations as of the date of award.

A pre-proposal site visit will be held at the USPTO on July 7, 2003 at 2011 Crystal Drive, Suite 707, Arlington VA, 22202. Further information is provided in clause L.5.

All communication/questions concerning this RFP must be submitted in accordance with Section L.6, Questions and Responses. No information concerning this solicitation or requests for clarification will be provided in response to telephone calls from offerors.

It is the responsibility of each prospective offeror to check the procurement website (<http://www.uspto.gov/web/offices/ac/comp/proc>) on a daily basis for solicitation amendments, questions and answers, and other pertinent information concerning the procurement. An offeror's failure to check the web-site on a daily basis will not be a justifiable excuse for requesting an extension in the proposal due date.